

Post Award Advisory Committee (PAAC)

Wednesday, May 23rd
10:00 a.m. – 11:30 a.m.
1122 NCRC

Members:

Anesthesiology: Kathy Majors	Molecular & Integrative Physiology: Anne Many
Biological Chemistry: Mary Grapp	MSA: Anna Taylor
Biomedical Engineering: Nancy Paskievitch	Neurology: Diana Miller
Cancer Center: Susan Agnew	Neurosurgery :Donna Gauss
Cell & Developmental Biology: Jennifer McPeake	Ob/Gyn: Marni Arnett
CTSUs: Jim Dickelman	Ophthalmology: Lisa Dwyer
DCMB: Jessica Mirelez	Orthopaedics: Sharon Vaassen
Dermatology: Ann Marie Ball	Otolaryngology: Sue Kelch
DLHS: Jennifer Hoy	Pathology: John Harris
Emergency Medicine: Shelley Haack-Withem	Pediatrics: Megan Cross
Family Medicine: Judy Connelly	Pharmacology: Nancy Katon
Human Genetics: Karen Sturtz	PM&R: Jill Malayang
Internal Medicine: Donna Boyer	Psychiatry: *Loree O'Jack
Internal Medicine: Carrie Lapham	Radiation Oncology: Rhonda Hubbard
Internal Medicine: Beth Murray	Radiology: Linda Bailey
Internal Medicine: Sheree Temple	Surgery / Cardiac Surgery: Emily Hamilton
MBNI: Steve Stinnett	ULAM: Phillip Boetsch
Microbiology & Immunology: Kathy Olbrich	Urology: *Tasha Garwood

PAAC Chair: Beth Brant

*denotes expected absence

Sponsored Programs: Lisa Wintergerst

Guests: Rashid Abdur-Rahim SSC
Stacy Orban SSC

Agenda Topic

1 Welcome and Introductions

- New Members – Jill Malayang (PM&R)
Kathy Majors (Anesthesiology)

2 General Announcements

- **Upcoming RAPPoRT Discussion Group** – Monday, June 4th
(*Post-Award Salary Cap Monitoring & Reporting*)
- Salary Cap Reports distributed to Department Administrators (CDA's) on Tuesday, May 16th
- **Final RPPR (F-RPPR) delegation now available to anyone with the Assistant (ASST) role in Commons.** You read the full NIH announcement regarding the change [here](#).
- **Tableau dashboard GPAC & PAAC access**
- **NIH Notice [NOT-OD-18-180](#) Notice of Fiscal Policies in Effect for FY 2018**
Non-competing continuation awards that have already been made in FY 2018 were generally funded at levels below that indicated on the most recent Notice of Award (generally up to 90% of the previously committed level) as described in NOT-OD-18-120. In general, such reductions will be fully restored, and non-competing continuation grants (research and non-research) including those that remain to be issued in FY 2018 will be made at the commitment level indicated on the Notice of Award.

- **VOLUNTEER OPPORTUNITY! (limited commitment required)**

- Seeking volunteers for Post-Award Manual user focus group**

- Looking for folks interested in participating in a Post-Award Manual user focus willing to provide feedback on how information in the manual is used, what features are important (e.g. ability to download and print etc.) and user format preferences. Ideal candidates are familiar with and use the content in the online manual. This is a one-time commitment of approximately 1 ½ to 2 hours (date and time TBD). If you are interested in participating please email Beth Brant at ebrant@umich.edu by Monday, June 18th!

3 **New Process for Early Close-Out - Lisa Wintergerst**

Lisa Wintergerst gave a quick summary of the new process for requesting early project closeouts announced by Debbie Talley at the May RAN meeting.

Early closeout requests should no longer be directed to your Customer Service Sponsored Programs Coordinator. Send a completed closeout checklist (you may use Checklist 1 or Checklist 2) to earlycloseout@umich.edu

Using the checklist helps ensure that the many items that need to be addressed prior to closeout, such as ensuring all project personnel have been removed from the project, expense activity has concluded and all that UG items have been resolved.

If your project is in deficient or is a fixed price agreement you will need to include chartfield information for the overdraft or the fixed price balance transfer with the request.

4 **SSC Billing & Collections - Rashid Abdur-Rahim & Stacy Orban**

Rashid Abdur-Rahim from SSC Accounts Receivable Billing & Stacy Orban from SSC Accounts Receivable Collections, along with several of the AR team members, provided an overview and answered questions regarding the billing and collections process for sponsored projects that require invoicing.

You can learn more about Billing an External Customer (submitting an invoice to a sponsor) [here](#).

You can learn more about Collections when invoices are due [here](#).

5 **Uniform Guidance (UG) Procurement Standards Update**

Bob Johnson, Procurement Supervisor, gave a presentation on Uniform Guidance (UG) Procurement Standards and the effort underway to prepare UM for the Procurement policies going into effect July 1. Highlights of the *Top University Impacts* from the presentation are outlined below.

The full Procurement presentation can be accessed [here](#).

You may also view the May RAN 2018 Webcast, which includes the Procurement presentation, [here](#).

Three “major areas of concern”:

❖ **Bid Limit**

Competitive bidding will continue to be required on purchases of \$10,000 and greater (per transaction).

Orders under \$10,000: Departments need to maintain records sufficient to detail the history of procurement (selection rationale, basis for the price etc.).

When making purchases do some due diligence and shop around.

Use strategic suppliers whenever possible – due diligence has been done and pricing has been predetermined in most cases.

Remember you should not be splitting transactions to remain under the bid limit!

❖ **Conflict of Interest**

Includes real or apparent conflicts of interest.

Conflicted parties have been expanded to include: members of employee’s immediate family, spouse/partner.

❖ **Sole Source Justification**

Sole source procurement (noncompetitive purchases) only permitted when:

1. Item is only available from a single source.
2. Public emergency need for the item will not permit a delay resulting from competitive competition.
3. **The federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the non-federal entity.**

This represents a change in practice: in the past UM may have allowed a specific supplier or product listed in the study proposal budget to act as justification for a sole source purchase. Now under UG, an express authorization in response to U-M’s written request will be required.

4. After solicitation of a number of sources, competition is determined inadequate.

Things to watch for in the coming days related to UG Procurement Standards:

- Updates to the standard practice guide, standard procurement procedures, working documents, and the Procurement website.
- Communications to campus.